

# ARTICLE 7.

## SECTION 19. SICK LEAVE

All persons employed, full-time or part-time who have completed the six (6) months probationary period by July 1 of any year, shall be entitled to sick leave of twelve (12) days, to be credited on July 1. The part-time compensation formula shall be used to determine the prorated part-time employee's sick pay (See Section 26).

New Employees having completed the six (6) months probationary period shall be credited as of the end of said six (6) months, with sick leave in the amount of one day for each full month intervening between the six months anniversary date and the next July 1, up to the maximum of twelve (12) days. Use of such leave must be occasioned by sickness or injury.

Unused sick leave shall be cumulative up to a maximum of 150 days, and shall be carried forward on July 1 of each year, to be added to the sick leave credited as of July 1. Sick leave maybe donated to another employee who has exhausted their accumulated sick leave at the discretion of the Town Manager.

When an employee finds it necessary to be absent because of accident or illness, he/she shall report the fact to their immediate supervisor as soon as possible either in person or by agent. Sick leave will not be granted unless such report is made. For the protection of the Town, the Department Head or supervisor may require the presentation of a doctor's certificate in connection with a claim for sick leave and may, if it is deemed advisable, send a doctor or nurse to investigate any absence alleged to be caused by illness. Any employee who refuses to submit to a doctor's examination shall not be entitled to sick leave.

The minimum allowable time charged against sick leave shall be two (2) hours.

An employee who retires in good standing shall receive compensation based on a percentage of his accumulated unused sick leave up to a maximum of sixty (60) days, as follows: 5 years continuous service 10%; 15 years continuous service 50%; 25 years continuous service 75%. In the event of an employee's death, the above benefit will be paid to his beneficiary. This benefit will not be available to any employee hired after June 30, 2010.

### TOWN OF LUNENBURG PAY SCHEDULE FOR FISCAL YEAR 2011

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
1	\$9.25	\$9.53	\$9.81	\$10.11	\$10.41	\$10.72	\$11.04	\$11.38
2	\$10.08	\$10.38	\$10.70	\$11.02	\$11.35	\$11.69	\$12.04	\$12.40
3	\$10.99	\$11.32	\$11.66	\$12.01	\$12.37	\$12.74	\$13.12	\$13.52
4	\$11.98	\$12.34	\$12.71	\$13.09	\$13.48	\$13.89	\$14.30	\$14.73
5	\$13.06	\$13.45	\$13.85	\$14.27	\$14.70	\$15.14	\$15.59	\$16.06
6	\$14.23	\$14.66	\$15.10	\$15.55	\$16.02	\$16.50	\$16.99	\$17.50
7	\$15.51	\$15.98	\$16.46	\$16.95	\$17.46	\$17.98	\$18.52	\$19.08
8	\$16.91	\$17.42	\$17.94	\$18.48	\$19.03	\$19.60	\$20.19	\$20.80
9	\$18.43	\$18.98	\$19.55	\$20.14	\$20.74	\$21.37	\$22.01	\$22.67
10	\$20.09	\$20.69	\$21.31	\$21.95	\$22.61	\$23.29	\$23.99	\$24.71
11	\$21.90	\$22.56	\$23.23	\$23.93	\$24.65	\$25.39	\$26.15	\$26.93
12	\$23.87	\$24.59	\$25.32	\$26.08	\$26.86	\$27.67	\$28.50	\$29.36
13	\$26.02	\$26.80	\$27.60	\$28.43	\$29.28	\$30.16	\$31.07	\$32.00
14	\$28.36	\$29.21	\$30.09	\$30.99	\$31.92	\$32.88	\$33.86	\$34.88
15	\$30.91	\$31.84	\$32.79	\$33.78	\$34.79	\$35.83	\$36.91	\$38.02
16	\$33.69	\$34.70	\$35.74	\$36.82	\$37.92	\$39.06	\$40.23	\$41.44
17	\$36.73	\$37.83	\$38.96	\$40.13	\$41.33	\$42.57	\$43.85	\$45.17
18	\$40.03	\$41.23	\$42.47	\$43.74	\$45.05	\$46.41	\$47.80	\$49.23
19	\$43.63	\$44.94	\$46.29	\$47.68	\$49.11	\$50.58	\$52.10	\$53.66
20	\$47.56	\$48.99	\$50.46	\$51.97	\$53.53	\$55.14	\$56.79	\$58.49

**TOWN OF LUNENBURG  
CLASSIFICATION PLAN  
ALPHABETICAL LISTING OF CLASS TITLES**

CLASS TITLE*	POINT VALUE**	GRADE***	CLASS TITLE*	POINT VALUE**	GRADE***
Account Clerk	185	4	Highway Supervisor	----	
Administrative Assessing Assistant	399	6	Junior Library Assistant	175	4
Administrative Assistant	395-419	8	Library Director	615	
Assistant Assessor	588	9	Library Page	110	1
Assistant Town Clerk	370	8	Meal Site Manager	240	3
Assistant Treasurer/Tax Collector	444	9	Motor Equipment Repairer	380	
Board Secretary	305		Park Maintenance Superintendent/DPW	490	
Building Custodian	210		Payroll Coordinator	400	10
Building Inspector	650	14	Planning Director	----	13
Cemeteries Superintendent	490		Police Chief	----	17
Chief Administrative Assistant	----	13	Police Secretary/Rape Officer	353	
Clerk Typist	175		Principal Account Clerk	325	7
Construction Supervisor	460		Principal Assessing Clerk	350	7
Council on Aging Director	570	12	Principal Clerk	325	7
Council on Aging Outreach	----	6	Principal Library Assistant	345	7
DPW Director	----	16	Public Safety Head Clerk Coordinator	423	10
Emergency Services Dispatcher	----		Secretary to Executive Secretary	385	
EMT Coordinator	----	7	Senior Account Clerk	235	6
Equipment Operator/Skilled Laborer	295		Senior Assessing Clerk	315	6
Firefighter - Call/FT	360	7	Senior Building Custodian	275	
Firefighter - EMT - Call/FT	----	7	Senior Clerk	235	6
Firefighter/EMT - Call/FT	535	9	Senior Library Assistant	255	6
Firefighter/EMT/LT - Call/FT	571	10	Senior Equipment Repairer	450	
Firefighter/EMT/Capt Call/FT	----	11	Sewer Business Manager	----	11
Firefighter/EMT/Deputy Chief – Call	----	12	Special Heavy Motor Equipment Operator	405	
Firefighter/EMT/Chief	----	17	Staff Librarian	425	9
Head Account Clerk	365	8	Technology Director	935	
Head Clerk	361	8	Treasurer/Tax Collector	605	
Heavy Motor Equipment Operator	385		Work Leader (Highway)	490	

\* Class Titles and associated grades may or may not be used for those under union or individual contracts. There are new class titles and some are renamed for clarity.

\*\* Point Values are maintained at the level they were prior to this change for 2010 on job titles that already existed. Jobs titles added do not have a point value assigned at this time.

\*\*\* New Grades have been assigned to those jobs mapped to the 2010 Salary Schedule